

DESIGN REVIEW ADVISORY BOARD

Town of Dedham

Mollie Moran, Chair
Paul Corey, Vice Chair
Steven Davey, Clerk
John Haven
Robert Taraschi



Richard J. McCarthy, Jr.
Planning Director

Susan Webster
Administrative Assistant
Phone 781-751-9242
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swebster@dedham-ma.gov

26 Bryant Street
Dedham, Massachusetts 02026

DRAB 2012 SCHEDULE

2012		
Meeting Date	Application Deadline	Location
Wednesday, January 4, 2012	Friday, December 23, 2011	Selectmen's Chambers
Wednesday, February 1, 2012	Friday, January 20, 2012	Selectmen's Chambers
Wednesday, March 7, 2012	Friday, February 24, 2012	Selectmen's Chambers
Wednesday, April 4, 2012	Friday, March 23, 2012	Selectmen's Chambers
Wednesday, May 2, 2012	Friday, April 20, 2012	Selectmen's Chambers
Wednesday, June 6, 2012	Friday, May 25, 2012	Selectmen's Chambers
Wednesday, July 11, 2012	Friday, June 29, 2012	Selectmen's Chambers
Wednesday, August 1, 2012	Friday, July 20, 2012	Selectmen's Chambers
Wednesday, September 5, 2012	Friday, August 24, 2012	Selectmen's Chambers
Wednesday, October 3, 2012	Friday, September 21, 2012	Selectmen's Chambers
Wednesday, November 7, 2012	Friday, October 26, 2012	Selectmen's Chambers
Wednesday, December 5, 2012	Friday, November 23, 2012	Selectmen's Chambers

Please make note of application deadlines. These dates are **firm**, and **no application will be accepted for an upcoming meeting after the deadline.** Only supplemental materials to previously submitted applications will be accepted after the deadline.

Contact Information

Town of Dedham Planning & Zoning Office
26 Bryant Street, Dedham, MA 02026

Richard McCarthy, Planning Director: 781-751-9241
rmccarthy@dedham-ma.gov

Susan Webster: 781-751-9242
swebster@dedham-ma.gov

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DEDHAM TOWN HALL

26 Bryant Street
 Dedham, Ma 02026
 (781) 751-9241 Tel
 (781) 751-9225 Fax



PROJECT NAME

FEE: \$25.00

PROJECT ADDRESS

DRAB:

APPLICATION DATE

MAP/LOT#

I. PROPERTY INFORMATION

- If applicant is business owner, please provide property owner information also.
- If applicant is property owner, provide list of businesses which occupy or will occupy the property.

BUSINESS OWNER

NAME:

ADDRESS:

PHONE:

FAX:

BUSINESS PHONE:

E-MAIL:

PROPERTY OWNER ☐ Check here if same as business owner

NAME:

ADDRESS:

PHONE:

FAX:

BUSINESS PHONE:

E-MAIL:

II. PROJECT INFORMATION:**Project zoning district:**

☐ SRA ☐ SRB ☐ GR ☐ CB ☐ LB ☐ GB ☐ HB ☐ LMA ☐ LMB ☐ AP/RDO ☐ PC ☐ SC ☐ OTHER

Building type:

☐ Free standing commercial ☐ Commercial buildings of residential character ☐ 1-3 story commercial w/continuous storefront

Project type:

Major: ☐ New building/addition ☐ Exterior renovation ☐ Site ☐ Other

Minor: ☐ Freestanding Sign ☐ Wall Sign ☐ Window ☐ Awning ☐ Other (For signs, please complete information on following pages).

Minor: ☐ Storefront

Wireless: ☐ New Wireless Facility ☐ Replacement of equipment ☐ New co-location

ZBA Application: ☐ Not Required ☐ Required Hearing Date _____ Waivers Requested _____

Provide the linear frontage for all streets (ft): _____

Provide the **total** sign area for **all** signs proposed on the property (sq. ft): _____

Setbacks (provide for free standing sign): Front yard setback _____

Left side yard setback _____ Right side yard setback _____

Height of sign above ground (ft.): _____

Provide **total** wall area for **all** sides of the building for wall sign(s) (sq. ft): _____

Type of Illumination: () Internal () External () No illumination

Note: All Illuminated Signs also require a wiring permit from a licensed electrician

Type of lighting: () Fluorescent () Incandescent () LED

Will the proposed sign conform to the Town of Dedham Sign Code, the Town of Dedham Zoning Bylaws, the Massachusetts State Building Code, and all applicable laws and regulations? () yes () no

Building Commissioner Review: Yes ☐ No ☐ Initials _____

Planning Director Review: Yes ☐ No ☐ Initials _____

III. APPLICATION PACKET CHECKLISTS: See **Page 6** for checklists for both Major and Minor projects and Wireless Communications projects

IMPORTANT NOTE

If you will be submitting your application as a hard copy, include SEVEN (7) complete sets of the application, checklist materials, owner consent for signs, and any narratives. Please also attempt to provide a pdf file of the plans.

A hard copy submittal without all SEVEN (7) sets will be deemed incomplete.
Photocopy fees as follows will be charged if full applications are not received:

Copy of entire application x 6: \$15.00

Plain paper copies: 25 cents per page

Color copies: 50 cents per page

Oversized copies: 75 cents per page

Applicant Name _____ Applicant Signature _____

Applicant Affiliation/Company _____ Date _____

☐ Property Owner ☐ Business Owner ☐ Other Phone _____

This application is a true statement signed under the penalties of perjury:

Note: If applicant is not the owner, a letter from the property owner must be included that acknowledges their permission to pursue this change.

Please send or deliver application materials to: swebster@dedham-ma.gov and rmccarthy@dedham-ma.gov or to Design Review Advisory Board, Dedham Planning Board Office, Dedham Town Hall, 26 Bryant Street, Dedham, MA 02026. **The application will not be deemed complete until all materials requested are received.** DRAB meetings are usually held on the first Wednesday of each month unless otherwise posted. (check with the Town Planner's Office). Completed applications must be on Friday two weeks prior to the meeting in order to be scheduled. At the discretion of the Committee Chair, smaller projects may be accepted for meetings within the seven (7) day review period.

Sign Review Application Supplemental Requirements (For Sign Applications Only)

Total New Sign Package				
From all of the individual sign worksheets, please provide the following information:				
Sign#	Sign Name	Sign Area (s.f.)	Sign Dimensions (feet + inches)	Zoning District
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				
Sign 6				
Sign 7				
Sign 8				

Supplemental Information: Please provide the following information with any DRAB sign application:

1. Site plan showing location of sign on the property
2. Site photographs showing existing conditions including full building facades (this includes multiple tenant buildings)
3. Scaled drawings (see below for additional detail)

Please contact the Planning & Zoning office with any questions at 781-751-9242 or swebster@dedham-ma.gov

Design Review Advisory Board

Sign Review Application Supplemental Requirements

Please identify and describe any and all signs that you are applying for. Use one sheet per sign (for example, two wall signs, one pylon sign, and three window signs would require 6 separate sheets).

Sign# _____

Description (what is the purpose and content of the sign...for example, a commercial building sign for Nike world headquarters).

Type

Freestanding:

☐ Residential ☐ Pole/Pylon ☐ Monument ☐ Incidental ☐ Identification

Wall Mount:

<input type="checkbox"/> Awning	<input type="checkbox"/> Building Marker
<input type="checkbox"/> Identification	<input type="checkbox"/> Incidental
<input type="checkbox"/> Marquee	<input type="checkbox"/> Projecting
<input type="checkbox"/> Residential	<input type="checkbox"/> Wall Sign

Window:

☐ Applied Lettering ☐ Sign Panel

Miscellaneous:

☐ Banner ☐ Flag ☐ Temporary Sign or Banner (note length of time sign will be posted_____)

Proposed Sign Dimensions Height _____ Width _____ Depth _____ Area (s.f.) _____

Is sign illuminated?

☐ Yes ☐ No | If yes, please explain how:

☐ Internal ☐ External Projecting ☐ Neon ☐ Other

Zoning District

☐ Single Residence A (SRA)/Single Residence B (SRB)/General Residence (GR)
☐ Central Business (CB)
☐ Local Business (LB)/General Business (GB)
☐ Highway Business (HB)
☐ Limited Manufacturing A (LMA)/Limited Manufacturing B (LMB)
☐ Administrative & Professional (AP)/Research, Development, Office (RDO)
☐ Planned Commercial (PC)
☐ SC
☐ OTHER _____

Photographs and Renderings

☐ All photographs of existing conditions, building facades, and other relevant site elements included
☐ All renderings of signs, site plans, and other detail sheets included

Contact Information: Please contact Planning & Zoning with any questions at 781-751-9240 or rmccarthy@dedham-ma.gov

☑ **DESIGN REVIEW ADVISORY BOARD** ☑ **CHECKLIST FOR APPLICATIONS**

The following **must** be included with all **Design Review Advisory Board applications**, which include:

MAJOR PROJECTS

New Buildings
Building renovations
Site or parking plans

MINOR PROJECTS

Storefronts
Awnings
Signs

- ☐ **Seven (7) sets** of completed application
- ☐ **Seven (7) sets of Owner Affidavit.** A letter from the owner indicating that the proposed modifications is acceptable to the owner and may be erected if recommended by DRAB and approved by Building Commissioner.
- ☐ **Seven sets of Narrative Description** of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- ☐ **Seven (7) sets** of scaled drawings **including:**
 - ☐ Site and Parking Plan (Major Projects);
 - ☐ Architectural Building Plans and Elevations (Major Projects and Storefronts);
 - ☐ Zoning Map (from Dedham Web GIS) (All Projects);
 - ☐ Proposed signage and/or awnings (Minor Projects)
 - ☐ Existing and proposed conditions (All Projects)
- ☐ **Seven (7) sets of site photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements. If the property contains more than one business, pictures of the **entire façade** are also required. Photographs shall be submitted on paper sized at 8.5" x 11" with index numbers and description and shall not be raw photographs unless submitted at full letter size.
- ☐ **Seven (7) sets of supporting materials:** Additional information that illustrates the proposed design intentions. At a minimum, this shall include a narrative description of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- ☐ **Seven (7) sets of samples:** Color, finish, and material samples and/or manufacturer's product specifications. Large sample palates may allow for one sample and six (6) color photographs of the sample.
- ☐ **Acrobat (pdf) files of all plans, maps, and photographs.**

IMPORTANT REMINDERS

- Applications for the next hearing will be accepted **no later than two (2) weeks before the scheduled meeting date** to allow proper time for posting of the meeting with the Town Clerk and review of materials.
- Application fee of **\$25.00** must be received with the completed application.
- All applications must provide evidence of property owner authorization.
- When submitting your application as a hard copy, be sure to include **SEVEN (7) complete sets** of the checklist materials and provide a pdf file of the plans as well.
- **Any application submittals without all sets of all required information will be deemed incomplete and the application will not be added to the agenda until the required copies are received (see photocopying fees).**